

Georgia Commission on Dispute Resolution (GCDR)

JOB ANNOUNCEMENT

Executive Director

Recruitment Period: March 1, 2016 – March 18, 2016

Number of Positions: One (1) position

FLSA Status: Exempt

Salary: To be determined based upon experience, training, and other qualifications

Salary Range: \$55,000 - \$80,000 (\$67,500 salary range midpoint)

Position Location: Atlanta, GA

Georgia Commission on Dispute Resolution

The mission of the Georgia Commission on Dispute Resolution is to help the Georgia Supreme Court fulfill its Constitutional mandate to “provide for the speedy, efficient, and inexpensive resolution of disputes and prosecutions” in the judiciary. The Commission does this by managing a statewide system that offers true and effective alternatives to traditional litigation. Those alternatives – mediation, non-binding arbitration, binding arbitration, and case evaluation – give Georgia litigants lower-cost choices for resolving their differences, and they help save scarce court resources for those cases that cannot be resolved without judge or jury.

Georgia Office of Dispute Resolution

The Georgia Office of Dispute Resolution (Office) is the administrative arm of the Supreme Court’s Commission on Dispute Resolution (Commission), which is responsible for establishing policies necessary to develop, support and enhance a comprehensive statewide court-connected alternative dispute resolution (ADR) system.

JOB DESCRIPTION

The Executive Director promotes the needs, concerns, and interest of the Commission and is responsible for the daily operations of the Office. The Executive Director aids the Commission in executing its responsibilities, mission, and strategic objectives while coordinating and collaborating with stakeholders, including the Judicial Council of Georgia and Administrative Office of the Courts (AOC). The Executive Director reports directly to the Commission, and all work is performed under supervision of the Commission.

Job Responsibilities & Performance Standards

- Oversee, manage and implement all objectives of the Commission as assigned including but not limited to: training, liaison with ADR court programs and staff statewide, and coordination with AOC and oversight of the AOC’s execution of the contracted duties related to Commission and Office.
- Serve as a public relations officer, educational resource, and liaison on ADR to judicial, legislative, and executive branch stakeholders and the general public.
- Manage all Office communications, including information and content contained on web page, social media, printed and digital publications, and newsletter.
- Coordinate and work with the AOC to ensure the Office maintains a user-friendly, updated, and accurate registry of qualified neutrals authorized to serve in court ADR programs.
- Approve appropriate neutral training programs that support neutral continuing education.

- Execute Commission-approved rules and assist the Commission in managing the ethics processes and procedures, including but not limited to preparation of ethics opinions.
- Develop and initiate statewide ADR activities in compliance with the mission of the Commission.
- Manage the Office budget and develop recommendations for the Commission for the annual budget.
- Assist in the development of new court programs and the expansion of existing court programs. Assist court programs in the creation, implementation, and improvement of rules, guidelines, and operating procedures.
- In collaboration with the State Bar of Georgia's Section of Dispute Resolution, plan and implement an annual ADR conference.
- Coordinate with AOC on annual statewide ADR data collection from ADR programs.
- Work professionally and effectively with judicial, legislative, and executive stakeholders and the general public in all interactions.
- Hire and manage Commission staff and subcontractors as approved by the Commission.
- Coordinate with the Clerk of the Supreme Court of Georgia to ensure Commission rules are appropriately published and distributed.
- Maintain the confidentiality of Office and Commission matters.
- Perform such other duties and responsibilities as the Commission may assign.

Minimum Training and Experience:

- Bachelor's degree required from an accredited college or university.
- Certificate of training in a basic ADR skills course.
- Demonstrated experience in dispute resolution practices and procedures including experience in mediation in a court related setting.
- Self-motivated, high energy individual with exceptional organizational skills, ability to multitask and pay attention to detail.
- Flexibility and ability to work independently, while also capable of working collaboratively with others to develop recommendations and carry out strategic plans for the Commission.
- Proficient computer skills, including experience with accessing databases, updating website content and utilizing social media.
- Excellent verbal and written communication skills and strong interpersonal skills with experience in presentations and public speaking.
- Valid Driver's License.
- Ability to satisfactorily pass both state and national criminal background check.

- Ability to provide proof of good standing for any professional credential (license, registration, or other) with any professional body or organization.
- Available for occasional overnight travel within or outside the state.
- United States Citizen or Permanent Resident, must not require sponsorship for employment.

Preferred Qualifications

- Advanced or specialized training in dispute resolution including but not limited to domestic relations, domestic violence, or juvenile training.
- Registration as a mediator in the state of Georgia, preferably.
- Knowledge and experience related to dispute resolution process and practices in a court ADR program.
- Experience and/or training in arbitration or case evaluation.
- Post-graduate degree or study in the area of law, conflict resolution, court administration, human resources, or other related field.

To apply: Applicants should submit a (1) cover letter, (2) resume or CV, and (3) name and contact information for 3 professional references. These materials should be contained within one PDF document.

The cover letter should not exceed 2 pages. It should briefly describe the following elements of the applicant's background and preparation:

- (1) Education and training related to dispute resolution;
- (2) Experience in dispute resolution practice;
- (3) Training and/or experience in professional communication; and
- (4) Minimum salary requirement.

Please submit resume to GCDRRResume@georgiacourts.gov by close of business **Tuesday, March 18, 2016**. Subject line **MUST** include: **GODR Executive Director**

Applicants who require accommodations for the interview process should contact GCDRRResume@georgiacourts.gov. Every attempt will be met to meet reasonable accommodation requests whenever possible.

The Georgia Commission on Dispute Resolution is an Equal Opportunity Employer